

# Project Initiation Kick-off Meeting Agenda

Date: \_\_\_\_\_  
Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
Location: \_\_\_\_\_

Attendees:

## Agenda

	Presenter Name	Time (minutes)
Introductions		
Sponsor's Statement		
Project Request & Background		
Project Goals & Objectives		
Project Scope		
Roles & Responsibilities		
Next Steps		
Questions		

## Additional Information

Handouts:

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Date: \_\_\_\_\_  
Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
Location: \_\_\_\_\_

## Decisions

Decision Made	Impact	Action Required?

## Issues

Issue Description	Impact	Action Required?

## Action Items for Follow Up

Action	Issue or Decision Related?	Responsible	Target Date